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December 5, 2005
Pre Proposal Conference

Re: K06-3011-25 **Amendment No. 1**
Workplace Ombuds Program

Dear Interested Party:

The following ***Amendment No. 1***, consist of questions asked by prospective bidders, and the answers provided by the Maryland Judiciary.

Question: How many awards will be made?

Answer: One.

Question: How do you evaluate the price?

Answer: Price will be evaluated against the requirements of the RFP and the inclusiveness of those items contained in the price quoted (e.d. labor, overhead, profit, travel, insurance, etc).

Question: What does part-time mean?

Answer: 16 hours per week.

Question: Why wouldn't this position be advertised as a job?

Answer: We are doing a one year Pilot program to see if this position is beneficial.

Question: Who will the Ombuds work with?

Answer: The Ombuds will work with the Conflict Management Committee. All Reports will go to Chief Judge Bell.

Question: Have there been other programs in this state?

Answer: No.

Question: What is the breakdown of who is on the committee?

Answer: That information will be given out to the successful respondent.

Question: How many people are on the committee?

Answer: Twelve.

Question: How are you going to monitor duplicate service areas within the Judiciary?

Answer: The Ombuds is separate of other potential services areas and is envisioned to render confidential advice.

Question: Where would the winner operate from?

Answer: Space will be available in the MACRO Department.

Question: Is the pricing on an hourly basis for the 16 hours?

Answer: Yes.

Question: Is reporting expected in a formal time?

Answer: No, Reporting will occur as determined through Discussion with the committee.

Question: Will you take written questions up until five days before?

Answer: Yes

Question: Are there any model that MACRO was looking at?

Answer: Yes, National Institute of Health.

Question: Are there other states that have this program?

Answer: New Jersey has this program.

Question: Does Chief Judge Bell have an Administrative Assistant?

Answer: Yes.

Question: Does the AOC have a Conflict Management Committee?

Answer: Yes.

Question: Will the Ombudsman give service or advice?

Answer: The Ombudsman will give advice.

Question: Are you looking at race/age etc.

Answer: No

Question: Who will evaluate the success of the Ombudsman when put into place?

Answer: Conflict Management Committee.

Question: What is a timely manner in responding to the employee?

Answer: 24 hours

Question: Space for meeting is there a phone?

Answer: One will be provided.

Question: Will parking be available at the AOC?

Answer: A Temporary parking pass will be issued on as needed basis.

Question: Do employee's have access to EAP?

Answer: Yes

Question: Do employee's know about the ombuds person?

Answer: No, The ombuds will be introduced at the Shareholders meeting.

Question: Can all records be destroyed when case is complete?

Answer: Yes.

Question: Would the person's identity be revealed?

Answer: No.

Question: Does the Ombuds have to give notice of a complaint?

Answer: No.

Question: When will the ombuds began?

Answer: February 2006.

Question: What should the Length of a Proposal be?

Answer: No limitations.

Thank you for your interest in doing business with the Maryland Judiciary.

Sincerely,

Daniel A. Coleman, J.D.
Executive Director
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